**HUMAN RESOURCE
MANAGEMENT DIRECTORATE**

JDRP-HR   28 January 2003

MEMORANDUM FOR Managers and Supervisors in Activities Serviced by Headquarters, Department of the Army (HQDA) Civilian Personnel Advisory Center (CPAC) (Formerly Personnel and Employment Service-Washington)

SUBJECT: Revised Web Based Referral List

1. The Department of the Army has revised the Web Based Referral List for positions filled using Resumix. The revision was implemented January 15, 2003. The revisions that were implemented are described below:

    a. The revised referral list now lists each candidate with "not selected" as the default disposition. Managers make their selection(s) by choosing "selectee" from the drop-down menu. First and second alternates are selected using the same drop-down menu.

    b. Managers now have the capability to identify applicants who declined by selecting the appropriate "declined" comment.

    c. The following is a listing of options from the new drop-down menu:

    - Selectee
    - First Alternate
    - Second Alternate
    - Not Selected, DEROS (overseas option only)
    - Not Selected, Not Contacted
    - Not Selected
    - Communication Returned Unclaimed
    - Declined Grade
    - Declined Location
    - Declined Position
    - Declined Interview
    - Declined Schedule
    - Declined PCS
    - Declined Other

2. Instructions for managers reflecting the revisions are provided as enclosure 1. In an effort to familiarize managers with the new drop-down menu options, screen prints of the manager portion of the web based referral list are provided as enclosure 2. In addition, a sample of the Referral List Candidate Selection showing how each applicant was documented using the drop-down menu is provided as enclosure 3.

3. Managers must have an Army Knowledge Online (AKO) e-mail address to receive web based referral lists. The Northeast Civilian Personnel Operations Center (CPOC) will send the referral list and resumes only to the AKO e-mail address provided on the Gatekeeper Checklist, copying the servicing specialist in the CPAC. Upon selection, managers will continue to e-mail referral lists back to the CPOC with a copy to their servicing specialist in the CPAC.

4. In our continued commitment to provide advisory services to our customers, we are available to provide assistance. Please contact your servicing CPAC specialist for assistance.

3 Encls

Sherri Vauls Ward
Director